

**CITY COUNCIL MINUTES**  
**OCTOBER 7, 2013**  
**7:00 P.M. MEETING**  
**PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)**

A work session was held prior to the meeting. A presentation on the Newberg Cultural District Parking Plan was given by Robert Soppe. No action was taken; no decisions were made. All Councilors and the Mayor were present with Councilor Bart Rierson arriving at 6:05 PM.

**I. CALL MEETING TO ORDER**

Mayor Bob Andrews called the meeting to order at 7:00 PM.

**II. ROLL CALL**

Members Present:	Mayor Bob Andrews	Denise Bacon	Ryan Howard
	Lesley Woodruff	Bart Rierson	Stephen McKinney
	Mike Corey		

Staff Present:	Lee Elliott, City Manager – Pro Tem	Truman Stone, City Attorney
	Janelle Nordyke, Finance Director	Barton Brierley, Planning & Building Director
	Dave Brooks, IT Director	Norma Alley, City Recorder
	Nicole Tannler, Minutes Recorder	

Others Present: Mike Ragsdale

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**IV. CITY MANAGERS REPORT**

Mr. Lee Elliott, city manager pro tem, reported City Attorney Truman Stone was sworn in and staff is really happy to have him on board. There were a few low-lying areas affected by rain with flooding and there was some really good team work getting prepared for the storm by staff. The Mayor and Mr. Elliot put together a six month in-home plan and would love some comments from council members. Finance is extremely busy with a yearly external audit. Last Tuesday a town hall meeting was held about the stormwater control manual and good dialog with developers occurred.

**V. PUBLIC COMMENTS**

Mayor Andrews opened and closed public comments.

**VI. CONSENT CALENDAR**

1. Consider a motion adopting **Resolution No. 2013-3080** establishing a Temporary and Portable Sign Ad-hoc Committee.
2. Consider a motion adopting **Resolution No. 2013-3083** authorizing the city manager pro tem to enter into a professional services agreement with Parametrix, Inc. to complete the utility project on Springbrook Road.

3. Consider a motion adopting **Resolution No. 2013-3086** approving the appointment of Jason Dorrell as a part-time Help Desk Technician in the Information Technology Department.
4. Consider a motion adopting **Resolution No. 2013-3087** approving the appointment of Stacy Martin as a part-time Help Desk Technician in the Information Technology Department.
5. Consider a motion to approve a no-tolerance dishonesty statement and distribution of statement to media and employees, as well as inclusion of it in new Employee Handbook.

*This item was pulled from the Consent Calendar and moved to New Business*

6. Consider a motion approving the August 5 and August 19, 2013, City Council meeting minutes.

*The August 19, 2013, minutes were pulled and moved to the October 21, 2013, City Council Meeting*

**MOTION:** **Bacon/Woodruff** approving **Resolution No. 2013-3080** establishing a Temporary and Portable Sign Ad-hoc Committee, **Resolution No. 2013-3083** authorizing the city manager pro tem to enter into a professional services agreement with Parametrix, Inc. to complete the utility project on Springbrook Road, **Resolution No. 2013-3086** approving the appointment of Jason Dorrell as a part-time Help Desk Technician in the Information Technology Department, **Resolution No. 2013-3087** approving the appointment of Stacy Martin as a part-time Help Desk Technician in the Information Technology Department, August 5, 2013, City Council meeting minutes, and postponed August 19, 2013 minutes and moved them to the October 21, 2013 City Council Meeting. Motion carried (7 Yes/0 No).

## VII. PUBLIC HEARING

1. Consider a motion adopting **Ordinance No. 2013-2764** amending the Newberg Municipal Code establishing a Historic Preservation Commission and assigning powers and duties of the Commission.

**(Legislative Hearing – 1<sup>st</sup> Reading)**

TIME – 7:15 PM

Mayor Andrews introduced the legislative hearing in its first reading and called for any conflicts of interest or abstentions; none appeared.

Mr. Barton Brierley, planning and building director, presented the staff report accompanied by a PowerPoint presentation (see official meeting packet for full report). Staff recommended adoption of Ordinance No. 2013-2764.

Councilor Corey asked if the city will have a representative and if the \$8.00-\$15.00 a year is for planning staff costs. Staff replied yea and that is for staff support costs.

Councilor Woodruff asked if there will be a plaque or notification of some sort or if this is more behind the scenes. Staff said having some kind of plaque is a possibility, but it is more behind the scenes now.

Mayor Andrews said we cannot take a unilateral stance on this property.

Mr. Mike Ragsdale, Newberg Downtown Coalition and Historical Society, asked the council to move forward with this ordinance. The state went out of their way and wrote a special grant for this building. The Historical Society appreciates you allowing us to bring this before you. The grants available have certain stipulations and this opens up a lot of grants now for our downtown properties, which is wonderful!

Newberg historical society is working on getting plaques to show where the sites are.

**MOTION: Rierson/Bacon** approving to waive the second reading on **Ordinance No. 2013-2764** amending the Newberg Municipal Code establishing a Historic Preservation Commission and assigning powers and duties of the Commission Motion carried (7 Yes/0 No).

**MOTION: Rierson/Woodruff** approving **Ordinance No. 2013-2764** amending the Newberg Municipal Code establishing a Historic Preservation Commission and assigning powers and duties of the Commission, read by title. **(Legislative Hearing )** Motion carried (7 Yes/0 No).

## VIII. NEW BUSINESS

1. Consider a motion adopting **Resolution No. 2013-3088** authorizing the city manager pro tem to restructure staff positions in the Information Technology Department.

TIME – 7:19 PM

Mr. Dave Brooks, IT director, presented the staff report (see official meeting packet for full report).

Councilor Bacon asked if we offer any educational bonuses for classes taken by employees. Staff replied yes currently we are doing an upgrade process and as part of this upgrade project we will put them through a week long training course, the city does not offer payment for college courses.

Mr. Lee Elliott asked where we are at in the process with upgrades. Mr. Dave Brooks said essentially the upgrade is hardware that can be put into the new system and the virtualization part of this upgrade takes away the need for new computers. We have one engineer contracted for the phones; the rest is done by the other three IT guys.

Mayor Andrews asked if this is under the Newberg retirement plan, not PERS. Staff said yes, they are not union, and it will come out of the IT budget. Mayor Andrews asked if we are increasing the cost by only \$50,000.00 in raises. Staff said that is correct.

Councilor Bacon asked staff if he looked at the private sector for salaries. Mr. Dave Brooks said he did they are much higher in the private sector.

Mayor Andrews asked how this salary increase fits in with the other departments. Mr. Lee Elliott said they are going to have a meeting on Thursday for out-of-union salary raising. He said we have looked and IT is getting paid significantly more at other cities. Mayor Andrews stated he is assuming this is within the budget. Mr. Elliott replied yes. Ms. Janelle Nordyke said we have funds transferring that are in contingency.

Councilor Bacon asked what will happen if this is not approved and said she is assuming it will cost more if we do not approve this. Mr. Dave Brooks said he will not be able to employ someone in a timely manner and it will take more time to train someone. We are running thin with the current staff and the alternative would be to pay an outside vendor, which is not cost effective.

Mr. Lee Elliott said the challenge we are facing is we are starting to lose institutional knowledge. It scares me when our IT department is overstressed; we need to keep employees here and attract talent.

Mayor Andrews asked if the initial intent is to retain current staff, or for future hires. Staff replied yes staff said they will stay and will not be looking elsewhere; but, he cannot guarantee anything.

Councilor Bacon said some of us were at the LOC conference and this is not just a problem in Newberg. Talent is leaving and we know this is a problem. If we can't get the talent, it is going to affect us in the long run. I am going to vote for it.

Mayor Andrews said I am conflicted because we are dealing with this in other groups as well.

**MOTION:** **Rierson/Bacon** approving **Resolution No. 2013-3088** authorizing the city manager pro tem to restructure staff positions in the Information Technology Department. Motion carried (7 Yes/0 No).

2. Consider a motion adopting **Resolution No. 2013-3089** allowing US Bancorp Government Leasing and Finance, Inc. to reimburse the City of Newberg for a portion of Mountain States Networking expenditure.

Ms. Janelle Nordyke, Finance Director, presented the staff report (see official meeting packet for full report).

Councilor Bacon asked if this is something we planned on financing, but got paid in full. Staff replied yes.

Mayor Andrews asked if this is shifting the burden. Ms. Nordyke said instead of having a five year lease we paid the bill in full and we need a resolution to get reimbursed. It is shifting the burden with no penalty.

**MOTION:** **Bacon/Howard** approving **Resolution No. 2013-3089** allowing US Bancorp Government Leasing and Finance, Inc. to reimburse the City of Newberg for a portion of Mountain States Networking expenditure. Motion carried (7 Yes/0 No).

3. Consider a motion to not proceed with the outsourcing of the Utility Billing Department.

TIME – 8:20 PM

Ms. Janelle Nordyke, finance director, presented the staff report (see official meeting packet for full report).

Councilor Howard said there was a strong push to consider outsourcing to reduce cost and that was his main motivating factor at being supportive as it relates to this issue. Mr. Danicic conveyed to us there would be benefits to have this system, more advanced websites etc. I like the idea of having a more professional website and accessibility. Ms. Nordyke said we do have a variety of options to pay a utility bill as well as online. We cannot connect or disconnect service online, but they can view and pay a bill online. The biggest reason Mr. Danicic wanted to move forward with this is the cost reduction over time but there are ways to get around those differences.

Councilor Bacon said she is relieved this has come up again. She said it sounds good at first but these kinds of things tend to slip in the future.

Councilor Corey asked if there was anyway to put more details into the printed bill without increasing the water bill and said he is a little bit confused about billing. He asked if there is a way to add onto here a connection fee, or late fee because he wants to make the bills clearer for the citizens. Ms. Nordyke said if the templates are changed, it would cost a maintenance fee. Councilor Corey said with the technology we have now, it seems they should be able to handle those kinds of changes on a bill.

Mr. Lee Elliott said to address Councilor Howard's comments this is something we can look at internally and the direct costs are measurable; but, the indirect costs are not. We are serious about service and to have someone you can come talk to at the city is not measurable.

Councilor Howard asked what percentages of customers interact with the utility department. Ms. Nordyke said we get a lot of phone calls, sometimes over 100 per day.

Mayor Andrews said I will be supporting this. This is a customer service issue and I think it is a good investment to maintain that interaction.

Councilor Rierson would like to be serious about customer service and thinks that is important. He will be supporting this.

**MOTION:** Woodruff/Rierson approving to not proceed with the outsourcing of the Utility Billing Department . Motion carried (7 Yes/0 No).

4. Consider a motion to approve a no-tolerance dishonesty statement and distribution of statement to media and employees, as well as inclusion of it in new Employee Handbook.

*This item was pulled from the Consent Calendar and moved to New Business*

Councilor Bacon stated I know this statement is a reaction to what happened to Mr. Danicic, but I do not want to scare employees. Zero tolerance is hard to define and there is no good definition for this. This is hard to judge and there is no way I can support zero tolerance.

Councilor Rierson said he also agrees and thinks honesty is the best policy. If it is an investigation, then that is a different story. He likes the idea of having a statement about honesty, but sees a potential of this being used the wrong way.

Councilor Woodruff said her intent was not to place blame, but to see this idea of having an honesty statement as a tool the city can use when needed. She would like to see some kind of honesty statement.

Mr. Truman Stone stated some concerns he had relating to the police department. This may affect some of our union contracts as well. He cautioned the council about making such a broad statement.

Councilor Bacon said she could support this if the sentence was removed about zero tolerance.

Councilor McKinney said it needs to be more defined and he cannot support what he sees here.

Councilor Elliott stated we do believe in an honest corporate entity, but should possibly remove the zero tolerance and termination sentence.

Councilor Corey agreed

**MOTION:** Andrews/McKinney To return the no-tolerance, dishonesty statement to staff to be rewritten and brought back to council for further review. Motion carried (7 Yes/0 No).

## **IX. COUNCIL BUSINESS**

TIME – 9:00 PM

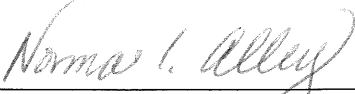
Discussion on the City Manager Recruitment Subcommittee.

Mayor Andrews said they will have more than one interview panel on rotation. Councilor Woodruff, Councilor Rierson, and Councilor Corey are to be subcommittee. Council will be making the final decision.

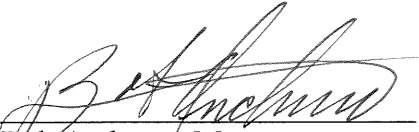
**X. ADJOURNMENT**

The meeting adjourned at 8:47 PM.

**ADOPTED** by the Newberg City Council this 2<sup>nd</sup> day of December, 2013.

  
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Norma I. Alley, MMC, City Recorder

**ATTEST** by the Mayor this 5<sup>th</sup> day of December, 2013.

  
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Bob Andrews, Mayor